MaCaPS International Limited

Car Park Control System Software User Manual

V2.0.0

Copyright © MaCaPS International Ltd. 2004

DOCUMENTATION

Disclaimer

Information in this document is subject to change without notice. Companies, names, and data used in examples herein are fictitious unless otherwise noted. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of MaCaPS International Ltd.

Trademarks

Smart Access Control System is a copyright of MaCaPS International Ltd. HID is a trademark or registered trademark of HID Corporation. Mifare is a registered trademark of Philips Electronics. Octopus Card and the Octopus Card logo, are registered trademark of Octopus Cards Limited. Pentium is registered trademarks of Intel Inc. Proximity is registered trademarks of Proximity Technology Inc. Windows is a registered trademark of Microsoft Corporation.

All other trademarks, trade names or company names referenced herein are used for identification only and are the property of their respective owners.

Enquiries

MaCaPS International Ltd.

Tel: (852) 3527 3257

Fax: (852) 3527 3098

Web: http://www.macaps.com

E-mail: info@macaps.com.hk

Contents

1 Introduction 1
1.1 Purpose of the Document 1
1.2 Target Audience 1
1.3 Related Documents 1
1.4 Abbreviations 1
2 Installing Car Park Control System Software 2
2.1 Minimum System Requirements 2
2.2 Installation Procedure 2
3 Starting the Car Park Control System Software 4
3.1 Starting the Car Park Control System Software 4
3.2 Log On to the System 4
3.3 Log Off from the System 5
3.4 Exiting the Car Park Control System Software 5
4 System User Accounts 7
4.1 Create a New System User Account 8
4.2 Modify a System User Account 9
4.3 Delete a System User Account 9
5 Administering the Event Server Database 11
5.1 Create a New Event Server 12
5.2 Modify a Event Server 12
5.3 Delete a Event Server 13
6 Administering the Gate Database 14
6.1 Create a New Gate 15
6.2 Modify a Gate 17
6.3 Delete a gate 17
7 Administering the User Database 18

 © MaCaPS International Ltd. 2004

7.1 Create a New User 19
7.2 Modify a User 21
7.3 Delete a User 21
8 Administering User Defined Fields 23
9 Administering the Car Park Group 25
9.1 Create a New Car Park Group 26
9.2 Modify a Car Park Group 26
9.3 Delete a Car Park Group 27
10 Administering Time Zone 28
11 Administering Holiday 31
12 Database Maintenance 33
12.1 Import a Transaction Database 33
12.2 Export a Transaction Database 34
12.3 Delete the Transaction Database 35
12.4 Import a User Database 36
12.5 Export a User Database 38
13 Reporting 40
13.1 Gate Transaction Report 40
13.2 User Information Report 41
13.3 User In Out Transaction Report 42
13.4 Car Park Group Information Report 43
14 Access Log Description 45

 © MaCaPS International Ltd. 2004

1 Introduction

1.1 Purpose of the Document

The primary objective of this manual is to guide the Car Park Control System Software users to familiar with the functions of the system software and get master of the system quickly.

1.2 Target Audience

The manual is intended for System Administrator, security officer etc.

1.3 Related Documents

Event Server Specification

Gate Controller Specification

1.4 Abbreviations

 © MaCaPS International Ltd. 2004

2 Installing Car Park Control System Software

This section explains how to install the Car Park Control System Software.

2.1 Minimum System Requirements

- Windows 98/NT/2000/Me/XP
- Pentium III 800MHz CPU
- 128 MB of available RAM
- 1 GB of disk space
- 800x600 Display resolution
- Network Interface Card

2.2 Installation Procedure

1. You should close all programs before you begin installation.
2. Ensure that your system meets the minimum requirements described in the "Minimum System Requirements" Section.
3. Insert the "Car Park Control System Software" CD.
4. Run the installation program "setup.exe" which can be located in the CD's root directory. The InstallShield Wizard will be launched.

5. To continue, click "Next".

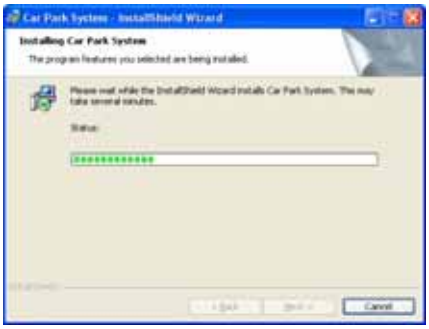
 © MaCaPS International Ltd. 2004

Car Park System - InstallShield Wizard
Setup Type
Choose the setup type that best suits your needs.
Please select a setup type.
Complete
All program features will be installed. (Requires the most disk space.)
Custom
Choose which program features you want installed and where they will be installed. Recommended for advanced users.
< Back
Next >
Cancel

6. Select “Complete” installation and click “Next”.

Car Park System - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
< Back
Install
Cancel

7. Click “Install” to begin the installation.


Car Park System - InstallShield Wizard
Installing Car Park System
The program features you selected are being installed.
Please wait while the InstallShield Wizard installs Car Park System. This may take several minutes.
Status:
Cancel

8. When installation is completed, click “Finish” to exit the InstallShield Wizard.

Car Park System - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed Car Park System. Click Finish to exit the wizard.
< Back
Finish
Cancel

 © MaCaPS International Ltd. 2004

3 Starting the Car Park Control System Software

This section explains how to start the Car Park Control System Software.

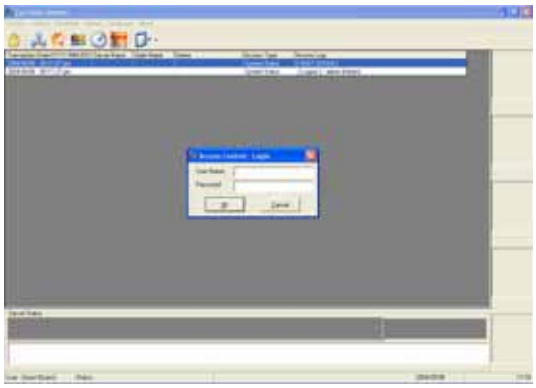
3.1 Starting the Car Park Control System Software

To start the Car Park Control System Software, select **Start** → **Programs** → **MaCaPS International Limited** → **Car Park System** → **Car Park System**.

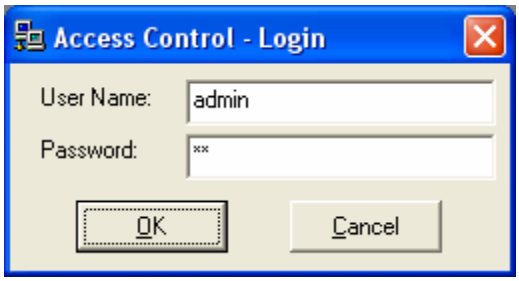
Note The start-up path is set during the installation process and may differ from the one above.

3.2 Log On to the System

You must be logged on before using the Car Park Control System Software.



At the logon screen, type the **User Name** and **Password**. Then click **OK**.

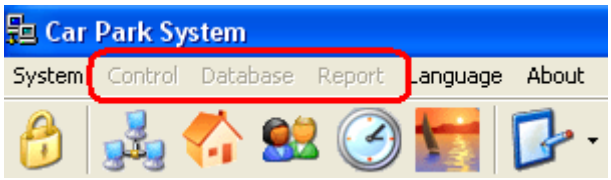


If the provided **User Name** and **Password** are recognized as legitimate, this logs you on to

 © MaCaPS International Ltd. 2004

the system. System functions can be accessed depending on the permissions assigned to your user account.

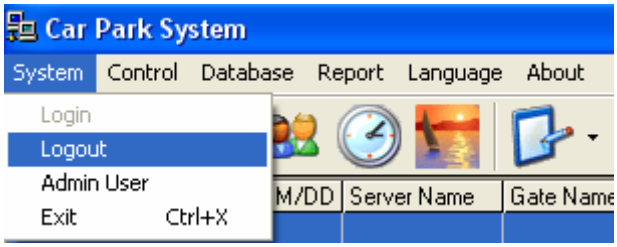
If you enter the incorrect **User Name** and **Password** or click the **Cancel** button, you are logged on to the system as guest. System functions are disabled.



For information of access rights, please refer to the Section **System User Accounts**.

3.3 Log Off from the System

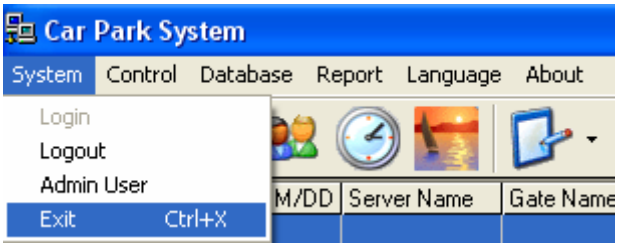
To log off from the Smart Access Control System Software, click **System**, and then click **Logout**. When you log off from the system, you close your user account but the Car Park Control System Software remains on for easy access the next time you log on.



To log on, click **System**, and then click **Login**. The log on screen displays. You can type your account information to log on to the system.

3.4 Exiting the Car Park Control System Software

To exit the Car Park Control System Software, click **System**, and then click **Exit**.



 © MaCaPS International Ltd. 2004

Note: To exit the Car Park Control System Software, you must log on to the Car Park Control System with access right “Administrator” and “Power User”.

 © MaCaPS International Ltd. 2004

4 System User Accounts

A system user account defines the actions a system user can perform in the Car Park Control System, and establishes the privileges assigned to each user. There are three types of system user accounts available on the Car Park Control System: administrator, power user, and user. A user must be a member of one of the group. The permission and rights granted to a group are assigned to its members. Belonging to a group gives a user rights and abilities to perform various tasks on the Car Park Control System. The details are summarized in the following table.

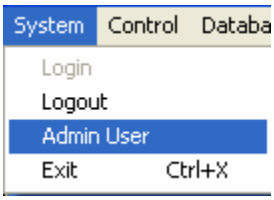
System Function	Administrator	Power User	User
Administering System Users	√	×	×
Gate Control	√	√	√
Administering the Server Database	√	×	×
Setup the Gate Database	√	×	×
Setup the User Database	√	√	×
Setup the Time Zone Database	√	×	×
Setup the Holiday Database	√	×	×
Database Maintenance	√	×	×
Reporting	√	√	√

Note:

An account with the name “admin” is created during installation. This user belongs to the “Administrator” group.

 © MaCaPS International Ltd. 2004

To create, modify and delete user accounts, from the main menu ,select **System → Admin User**

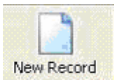


to open the **Admin User Setting** window.

Note:

- The user must login with access right "Administrator" to be able to admin user.
- A user name cannot be identical to any other user. It can contain up to 20 characters.
- In Password and Confirm password, you can type a password containing up to 40 characters.
- You should not add a new user to the Administrators group unless the user will perform only administrative tasks.

4.1 Create a New System User Account

1. Click 

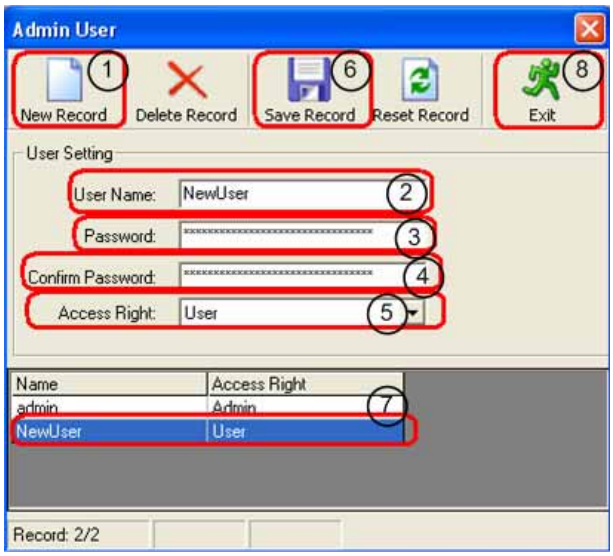
on the toolbar.
2. Type a **Name** for the new user account.

 © MaCaPS International Ltd. 2004

3. Type a **Password** for the new user account. The entered password is displayed as *.
4. Type the **Confirm Password** for the new user account. The entered password is displayed as *.
5. Set the **Access Right** for the new user account.
6. Click

on the toolbar.
7. The new user is added to the list of users.
8. Click

on the toolbar to close the **Admin User Setting** window.



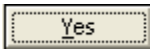
4.2 Modify a System User Account

1. In the list of users, select the user you want to modify.
2. Make the changes you want, and then click

.

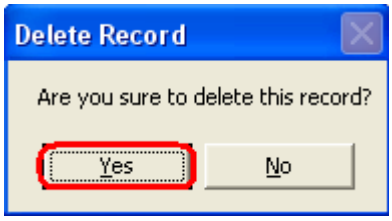
4.3 Delete a System User Account

1. In the list of users, select the user you want to delete, and then click

on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.

 © MaCaPS International Ltd. 2004



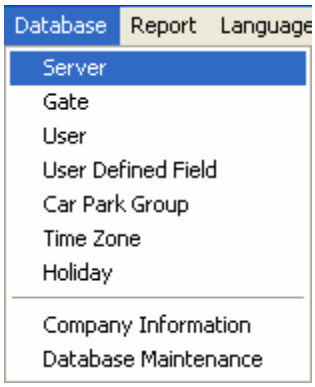
3. The user is removed from the list of users.

 © MaCaPS International Ltd. 2004

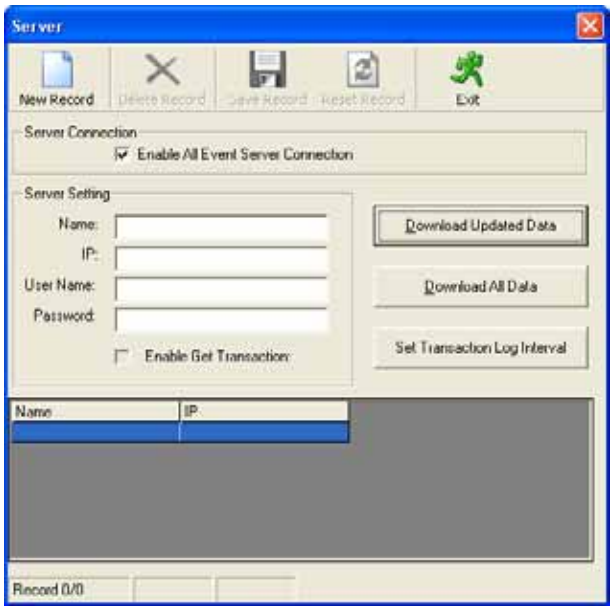
5 Administering the Event Server Database

This section explains how to administer the event server database. To be able to administer the event server database, the user must be a member of the "Administrator" group.

To manage the Event Server Database, from the main menu, select **Database** → **Server**,



to open the **Event Server Setting** window.



The **Event Server Setting** window can also be opened by clicking on the toolbar.

 © MaCaPS International Ltd. 2004

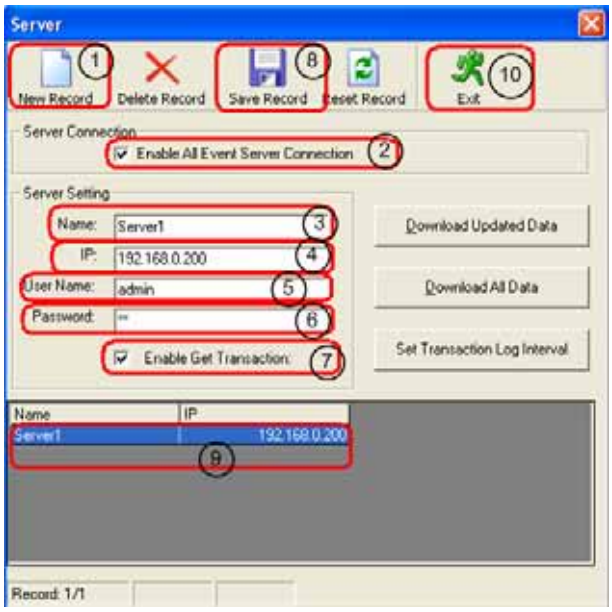
5.1 Create a New Event Server

1. Click

on the toolbar.
2. Select **Enable All Event Server Connection**.
3. Type a **Name** for the new event server.
4. Type the **IP Address** of the new event server. The IP address must match the one configured on the event server hardware.
5. Type the **Login Name** to access the event server hardware.
6. Type the **Password** to access the event server hardware.
7. Select **Enable Get Log**.
8. Click

on the toolbar.
9. The new server is added to the list of event servers.
10. Click

on the toolbar to close the **Event Server Setting** window.



5.2 Modify a Event Server

1. In the list of event servers, select the event server you want to modify.

 © MaCaPS International Ltd. 2004

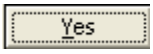
2. Make the changes you want, and then click

on the toolbar.

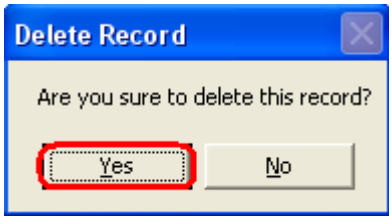
5.3 Delete a Event Server

1. In the list of event servers, select the event server you want to delete, and then click

on the toolbar.

2. Click 

on the confirmation dialog box to confirm the deletion.



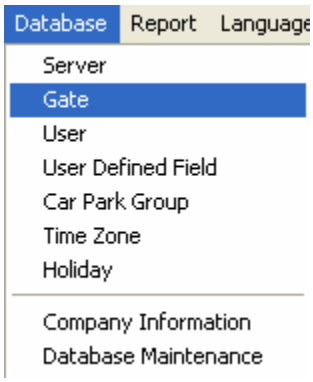
3. The event server is removed from the list of event servers.

 © MaCaPS International Ltd. 2004

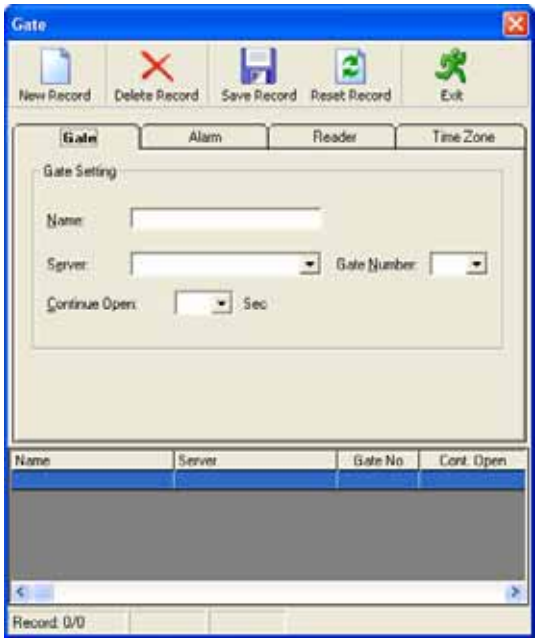
6 Administering the Gate Database

This section explains how to administer the gate database. To be able to administer the gate database, the user must be a member of the "Administrator" group.

To manage the Gate Database, from the main menu, select **Database** → **Gate**,



to open the **Gate Setting** window.



The **Gate Setting** window can also be opened by clicking on the toolbar.

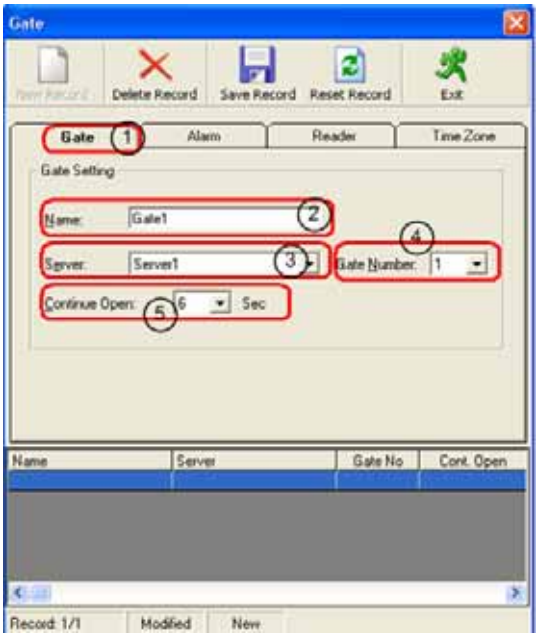
 © MaCaPS International Ltd. 2004

6.1 Create a New Gate

To create a new Gate, click

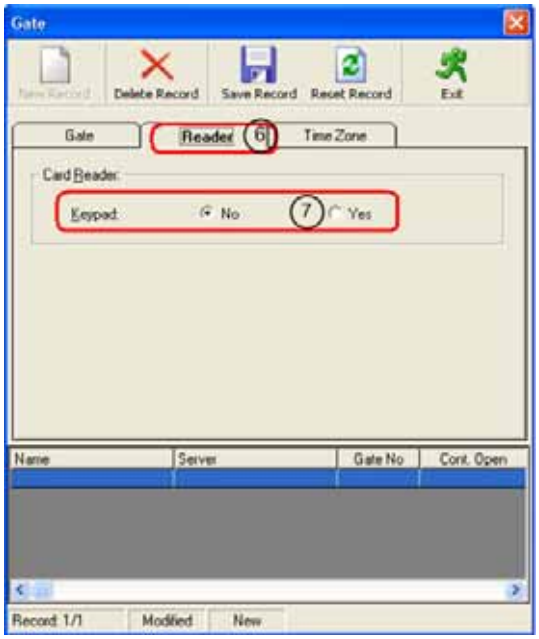
on the toolbar.

1. Select the **Gate** tab.
2. Type a **Name** for the new gate.
3. Select a **Event Server** the new gate is connected to.
4. Assign a **Gate Number** to the new gate.
5. Set the **Continue Open** period. This period refers to the duration the gate lock will be opened when access right is granted to a user.

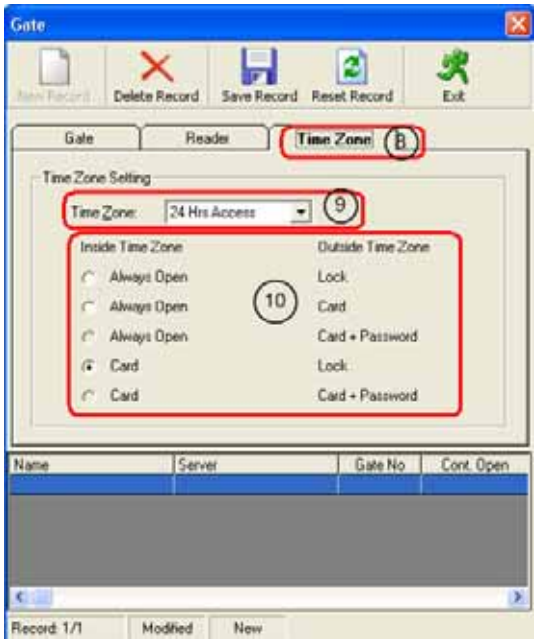


6. Select the **Reader** tab.
7. Under **Card Reader**, select **Yes** if the reader connected to this new gate has a keypad; otherwise select **No**.

 © MaCaPS International Ltd. 2004



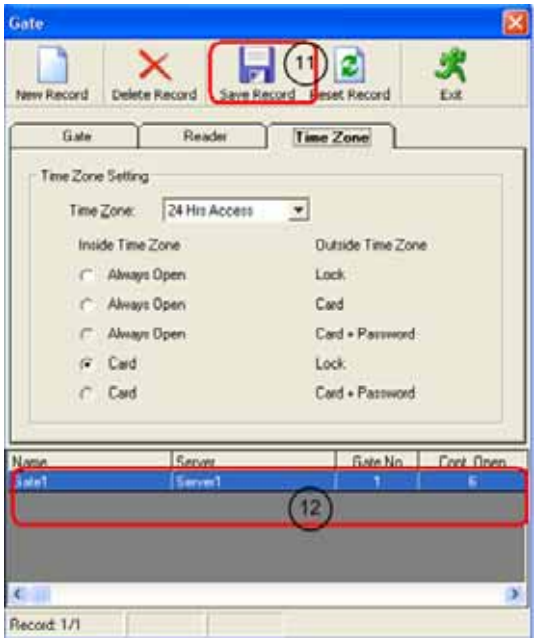
8. Select the **TimeZone** tab.
9. Select the **TimeZone** for this new door. The default is **24 Hrs Access**.
10. Select access type for **Inside Time Zone and Outside Time Zone**.



11. Click

on the toolbar.
12. The new gate is added to the list of gates.

 © MaCaPS International Ltd. 2004



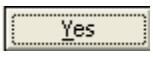
6.2 Modify a Gate

1. In the list of gates, select the gate you want to modify.
2. Make the changes you want, and then click

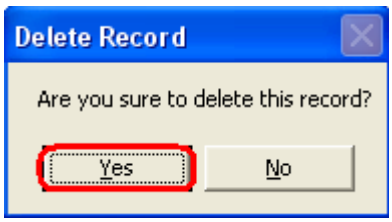
on the toolbar.

6.3 Delete a gate

1. In the list of gates, select the gate you want to delete, and then click

on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.



3. The gate is removed from the list of gates.

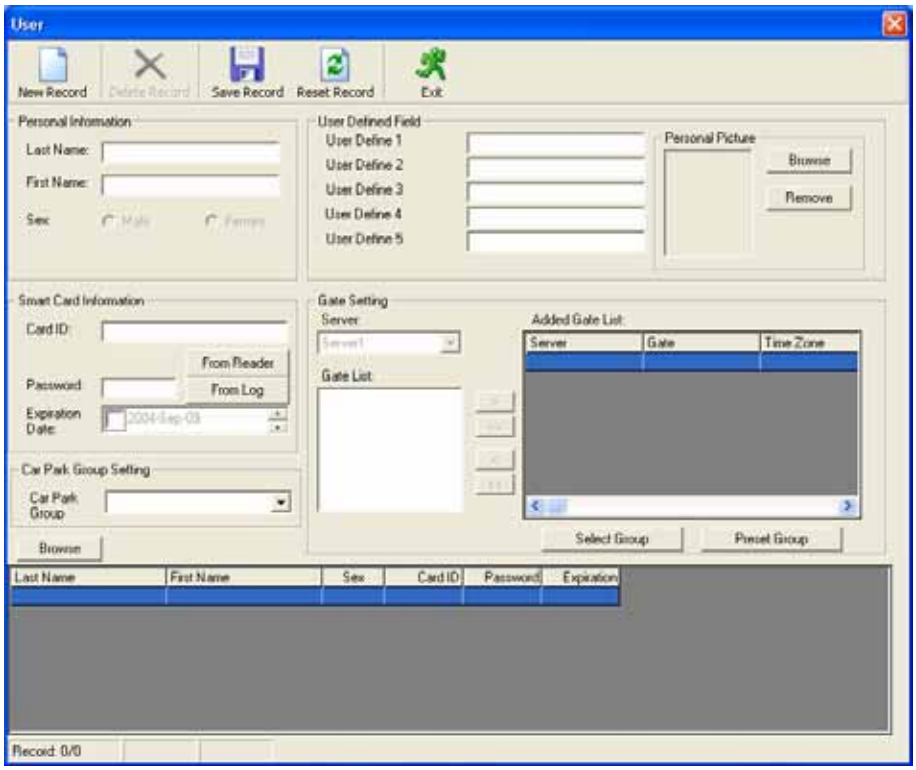
 © MaCaPS International Ltd. 2004

7 Administering the User Database

This section explains how to administer the user database. To be able to administer the user database, the user must be a member of the "Administrator" group.

To manage the **User Database**, from the main menu, select **Database** → **User**,

to open the **User** setting window.



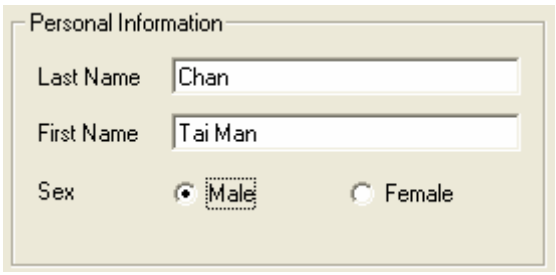
 © MaCaPS International Ltd. 2004

The **User** setting window can also be opened by clicking on the toolbar.

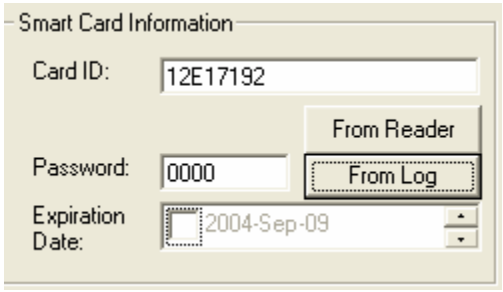
7.1 Create a New User

1. Click

on the toolbar.
2. Under **Personal Information**, type the **Last Name**, **First Name** and **Sex** of the new user.

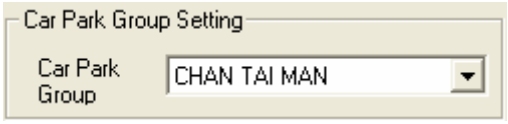


3. Under **Smart Card Information**, type the **Card ID**, **Password**, and **Expiration Date**. There are three ways to input the **Card ID**:
   - Enter the **Card ID** directly in the text box if you know the **Card ID**.
   - Read from a **Issuer Reader** if you have one connected to the PC.
   - Read from the event log.



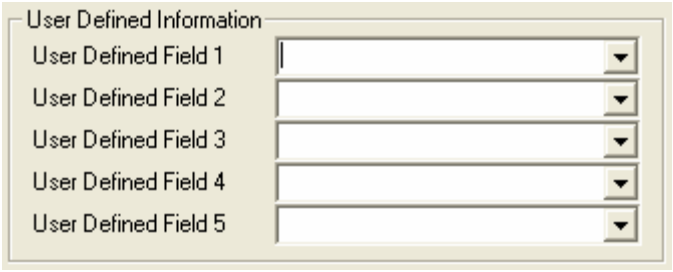
Note: If the reader is a keypad type reader, the **Password** is used to access the door.

4. Under **Car Park Group Setting**, select a Car Park Group for the user. If no Car Park Group is selected, the anti-pass back function is disabled.

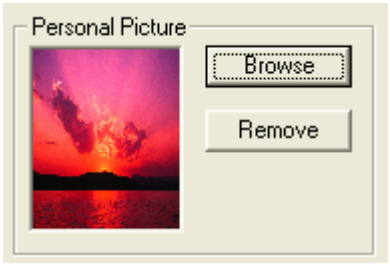


 © MaCaPS International Ltd. 2004

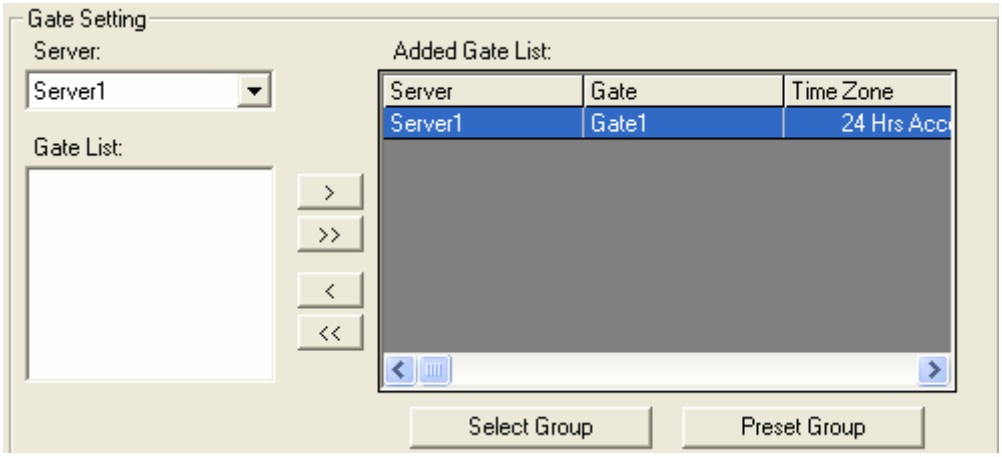
5. Under **User Defined Field**, if there is user-defined information, type in the user defined fields; otherwise, leave them empty.



6. Under **Personal Picture**, you can add the user's picture into the database. Click the button Browse to locate the user picture. The format of the picture can be BMP, ICO, JPG and GIF. You can remove the picture by clicking the button Remove.



7. Under **Gate Setting**, select the appropriate gates the user has access right.

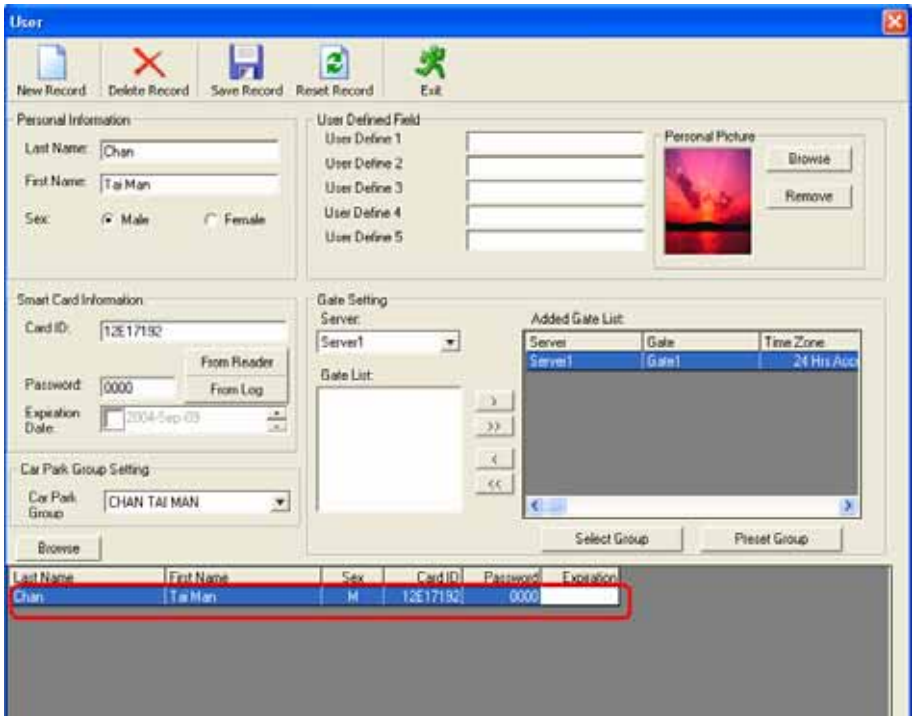


8. Click

on the toolbar.

9. The new user is added to the **List of Users.**

 © MaCaPS International Ltd. 2004



10. Click

on the toolbar to close the **User Setting** window.
11. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

7.2 Modify a User

1. In the list of users, select the user you want to modify.
2. Make the changes you want, and then click

on the toolbar.
3. Click

on the toolbar to close the **User Setting** window.
4. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

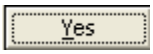
7.3 Delete a User

1. In the list of users, select the user you want to delete, and then click

on the

 © MaCaPS International Ltd. 2004

toolbar.

2. Click  on the confirmation dialog box to confirm the deletion.

3. The user is removed from the list of users.

4. Click on the toolbar to close the **User Setting** window.

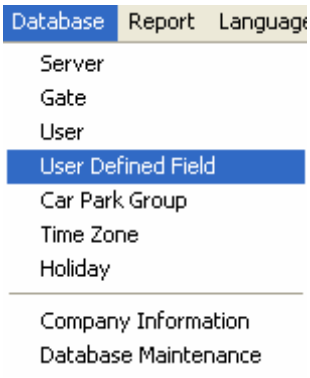
5. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

 © MaCaPS International Ltd. 2004

8 Administering User Defined Fields

This section explains how to administer the user-defined fields. To be able to administer the user-defined fields, the user must be a member of the "Administrator" group.

To manage the **User Defined Fields**, from the main menu, select **Database → User Defined Field**,



to open the **User Defined Field Setting** window.

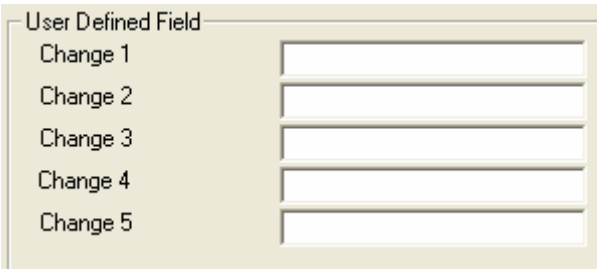
1. Make the changes for **English Name**.
2. Make the changes for **Chinese Name**.

 © MaCaPS International Ltd. 2004

3. Click on the toolbar.

4. Click on the toolbar to close the **User Defined Field Setting** window.

5. The changes are updated in the **User Setting** window.



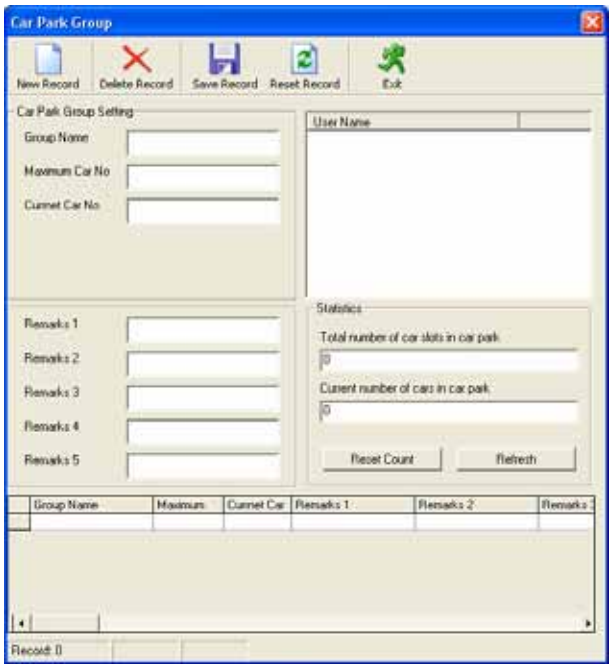
 © MaCaPS International Ltd. 2004

9 Administering the Car Park Group

This section explains how to administer the **Car Park Group** database. To be able to administer the **Car Park Group** database, the user must be a member of the "Administrator" group.

To manage the **Car Park Group** Database, from the main menu, select **Database → Car Park Group**,

to open the **Car Park Group** window.



 © MaCaPS International Ltd. 2004

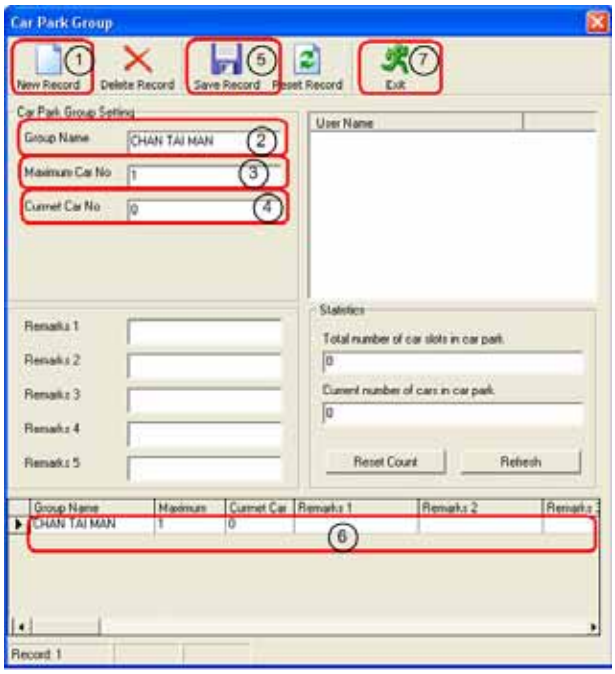
9.1 Create a New Car Park Group

1. Click

on the toolbar.
2. Type a **Group Name**.
3. Type the **Maximum Car No** belongs to the **Car Park Group**.
4. Type the Current Car No belongs to the Car Park Group.
5. Click

on the toolbar.
6. The newly created Car Park Group is added to the list of car park groups.
7. Click

on the toolbar to close the **Car Park Group Setting** window



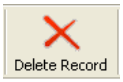
9.2 Modify a Car Park Group

3. In the list of car park groups, select the car park group you want to modify.
4. Make the changes you want, and then click

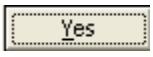
on the toolbar.

 © MaCaPS International Ltd. 2004

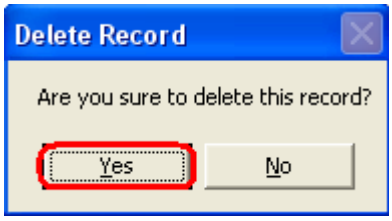
9.3 Delete a Car Park Group

4. In the list of car park groups, select the car park group you want to delete, and then click 

on the toolbar.

5. Click 

on the confirmation dialog box to confirm the deletion.



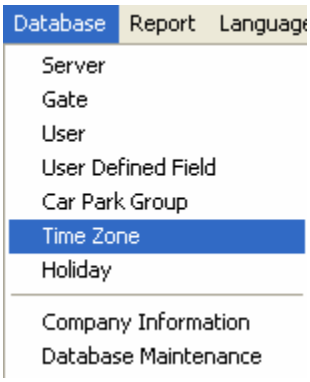
The car park group is removed from the list of car park groups.

 © MaCaPS International Ltd. 2004

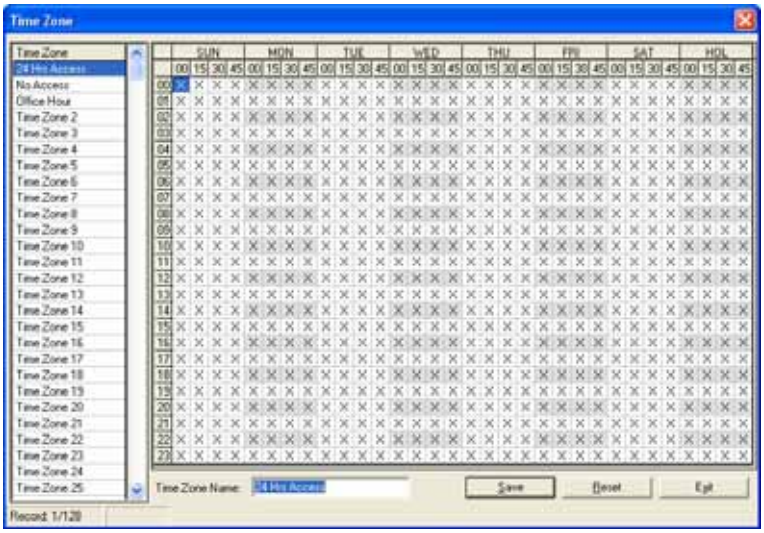
10 Administering Time Zone

This section explains how to administer the **Time Zone**. To be able to administer the **Time Zone**, the user must be a member of the "Administrator" group. There are totally 128 pre-defined time zones. Two of them, **24 Hrs Access** and **No Access**, are fixed, and the other 126 time zones are user configurable.

To manage the **Time Zone**, from the main menu, select **Database** → **Time Zone**,



to open the **Time Zone Setting** window.

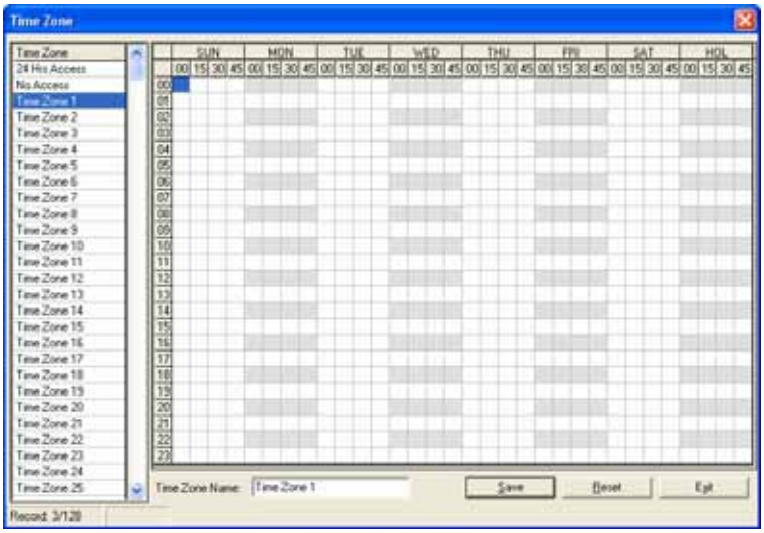


The **Time Zone Setting** window can also be opened by clicking on the toolbar.

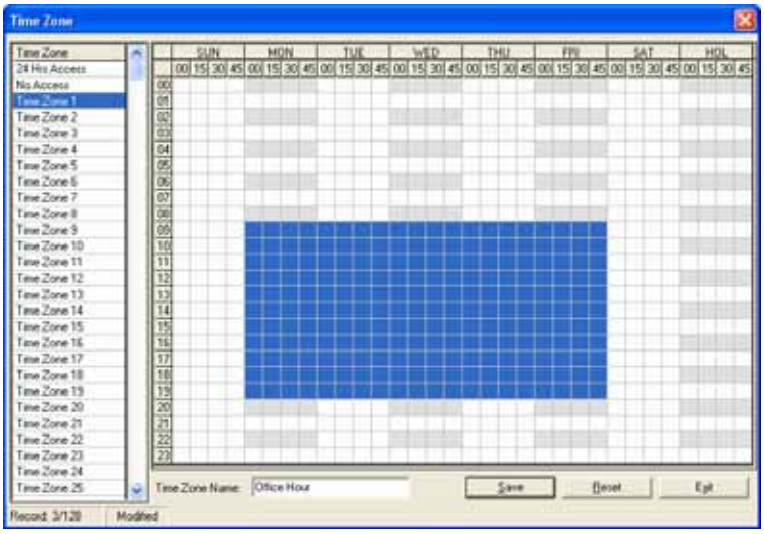
 © MaCaPS International Ltd. 2004

To change the settings of a **Time Zone**, do the following:

1. Select the time zone you want to modify, say select **Time Zone 1**. The current settings of **Time Zone 1** are displayed on the window.

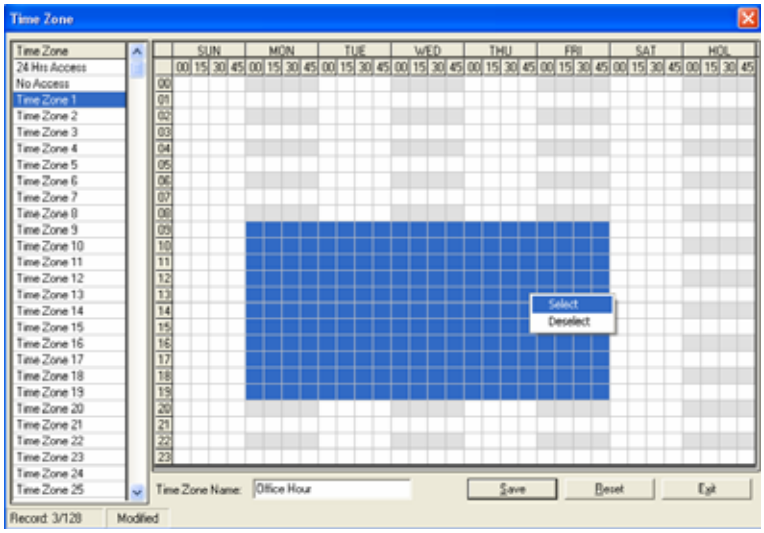


2. Change the default time zone name from **Time Zone 1** to **Office Hour**.
3. Select the preferred time intervals; say from 09:00 to 19:00, from Monday to Friday.

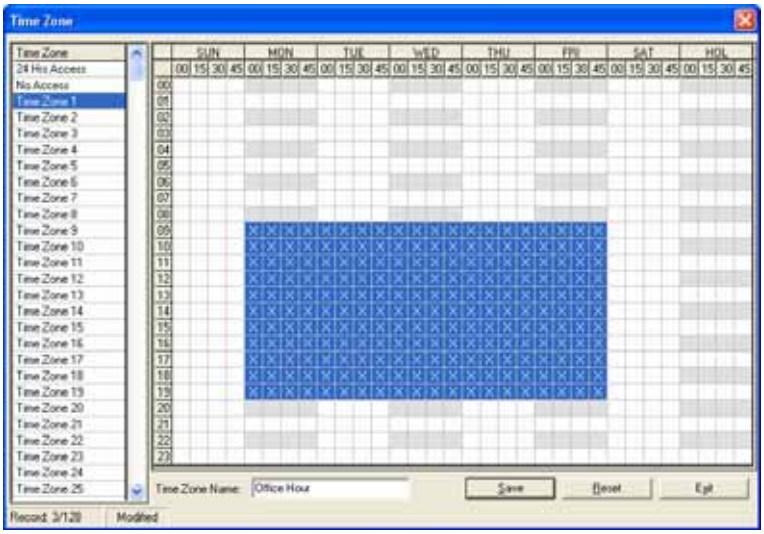


4. Press the right mouse button and select **Select** to mark the time intervals.

 © MaCaPS International Ltd. 2004



5. The selected intervals are marked with “x” symbols as bellow.



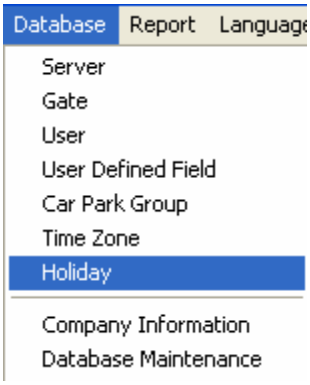
6. Click Save.
7. Click Exit.

 © MaCaPS International Ltd. 2004

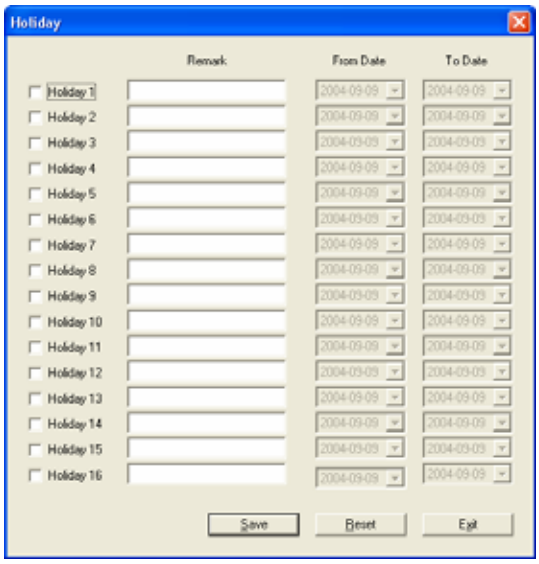
11 Administering Holiday

This section explains how to administer the **Holiday Database**. To be able to administer the **Holiday Database**, the user must be a member of the "Administrator" group. There are totally 16 configurable holidays.

To manage the **Holiday Database**, from the main menu, select **Database** → **Holiday**,



to open the **Holiday Setting** window.

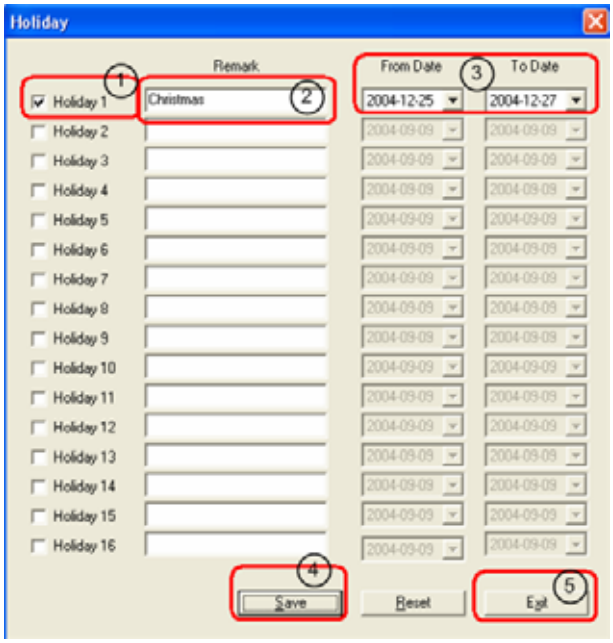


The **Holiday Setting** window can also be opened by clicking on the toolbar.

To change the settings of a **Holiday**, do the following:

 © MaCaPS International Ltd. 2004

1. Select the target holiday by checking the check box on the left hand side of the holiday name.
2. Type the remarks.
3. Set the From Date and End Date.
4. Click Save.
5. Click Exit.



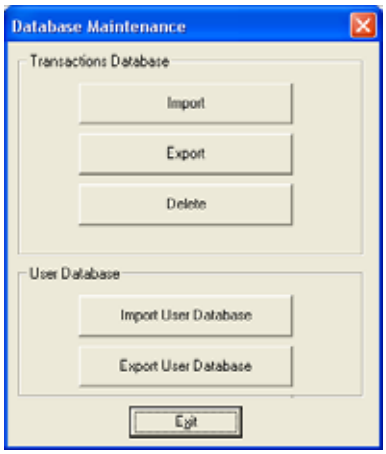
 © MaCaPS International Ltd. 2004

12 Database Maintenance

This section explains how to maintain the transaction database and user database. To be able to do this, the user must be a member of the "Administrator" group.

To manage the **Database Maintenance**, from the main menu, select **Database** → **Database Maintenance**,

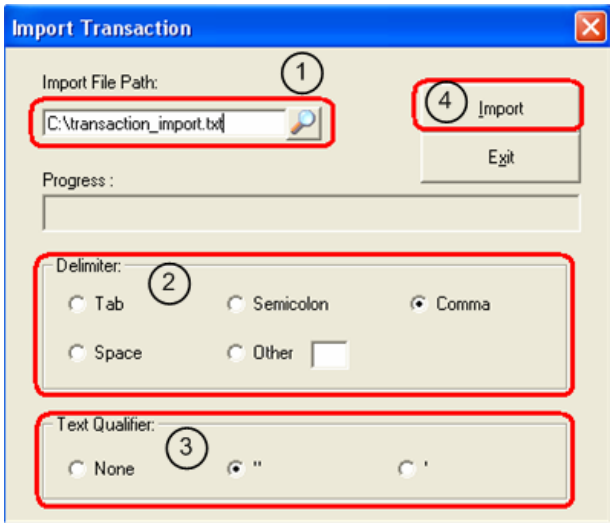
to open the **Database Maintenance** window.



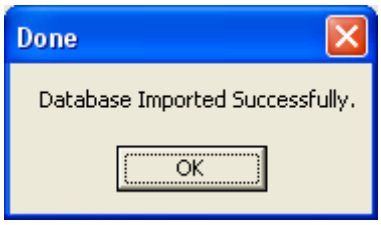
12.1 Import a Transaction Database

Click Import to open the **Import Transaction** window.

 © MaCaPS International Ltd. 2004



1. Click to locate the import transaction file.
2. Set the **Delimiter**.
3. Set the **Text Qualifier**.
4. Click Import to import the transaction database.
5. If the database is imported successfully, the **Done** window will appear.

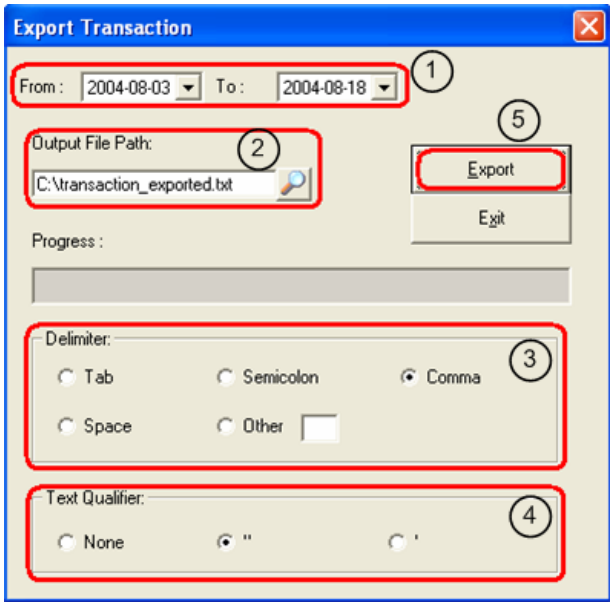


6. Click **OK** to finish.

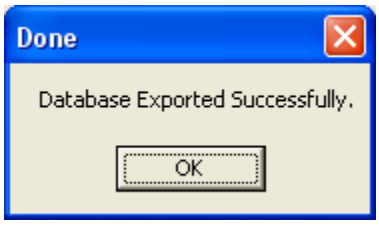
12.2 Export a Transaction Database

Click Export to open the **Export Transaction** window.

 © MaCaPS International Ltd. 2004



1. Set the date intervals for the exported transaction.
2. Type the export file name. You can click to locate the destination file. The destination file will be overwritten.
3. Set the **Delimiter**.
4. Set the **Text Qualifier**.
5. Click Export to export the transaction database.
6. If the database is exported successfully, the **Done** window will appear.

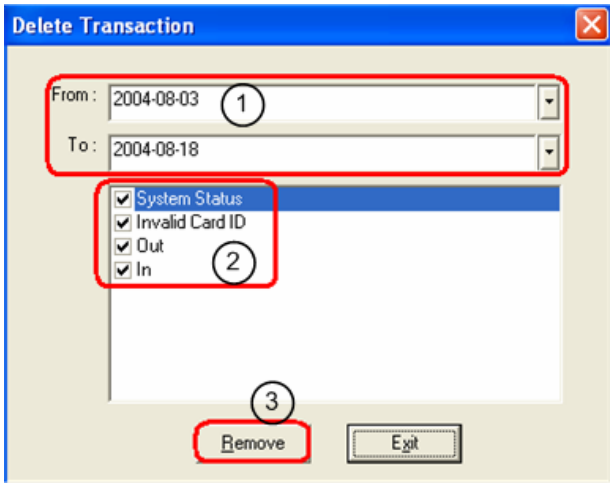


7. Click **OK** to finish.

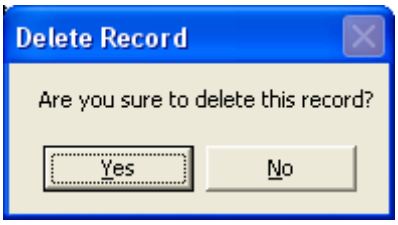
12.3 Delete the Transaction Database

Click Delete to open the **Delete Transaction** window.

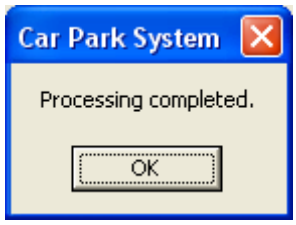
 © MaCaPS International Ltd. 2004



1. Set the date interval.
2. Select types of transactions to be deleted.
3. Click Remove.
4. The **Delete Record** confirmation window will appear.



5. Click Yes to confirm the deletion or No to cancel the deletion.
6. When the deletion is completed, the **DONE** window will appear.

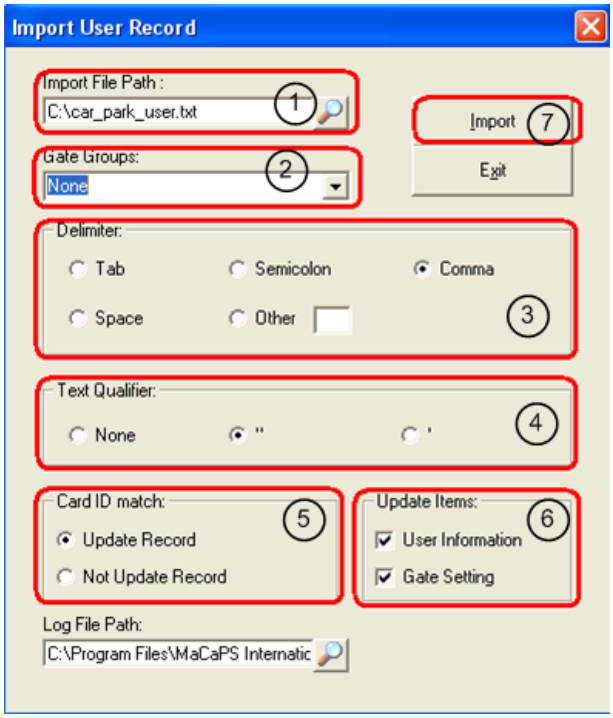


7. Click **OK** to finish.

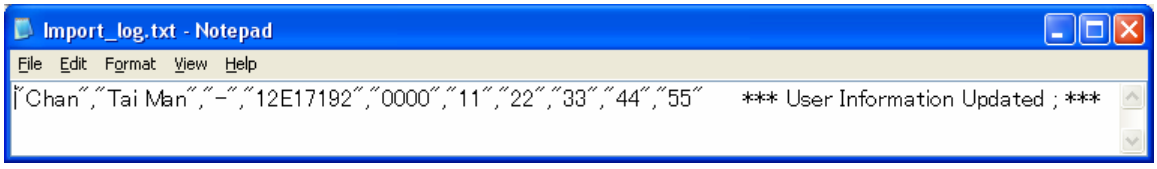
12.4 Import a User Database

Click Import User Database to open the **Import User Record** window.

 © MaCaPS International Ltd. 2004

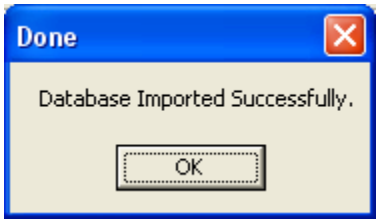


1. Click to locate the **User Record File** to be imported.
2. Set the **Gate Groups** the users to be imported to.
3. Set the **Delimiter**.
4. Set the **Text Qualifier**.
5. Set options for matched Card ID.
6. Set updated items.
7. Click Import to start.
8. When import is completed, the import log will appear.



9. Click to close the import_log window.
10. The **DONE** window will appear.

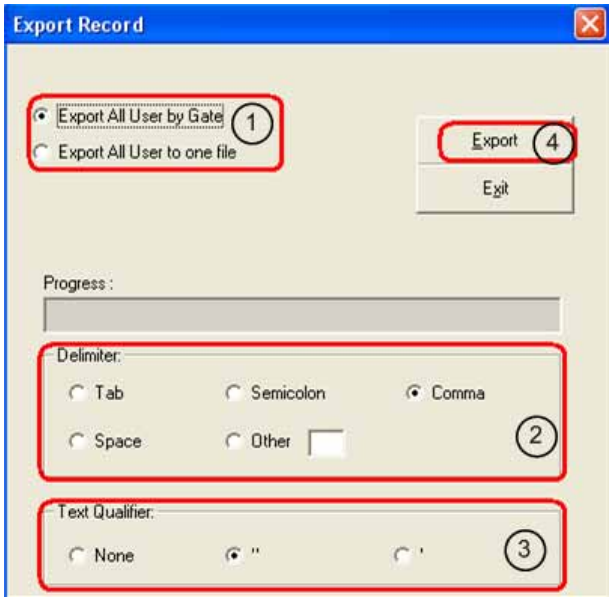
 © MaCaPS International Ltd. 2004



11. Click OK to finish.

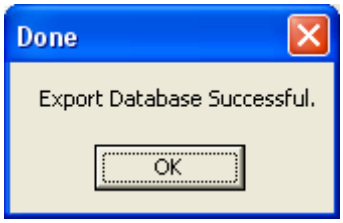
12.5 Export a User Database

Click Export User Database to open the **Export Record** window.



1. Set the export option. There are two options:
   a. **Export All Users by Gate**: Users are exported depending on Gate Name. Multiple user record files are generated. The names of the generated user record files are the same as the names of the Gate Name.
   b. **Export All Users to One File**: All users are exported to one user record file. When this option is selected, you need to provide the destination file name.
2. Set the **Delimiter**.
3. Set the **Text Qualifier**.
4. Click Export to start.
5. When import is completed, the **DONE** window will appear.

 © MaCaPS International Ltd. 2004



6. Click to finish.

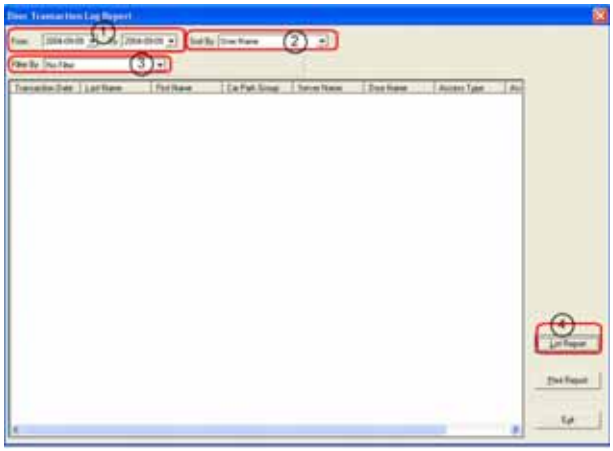
 © MaCaPS International Ltd. 2004

13 Reporting

13.1 Gate Transaction Report

The **Gate Transaction Report** reports transactions with respect to installed gates. From the main menu, select **Report** → **Gate Transaction Report**,

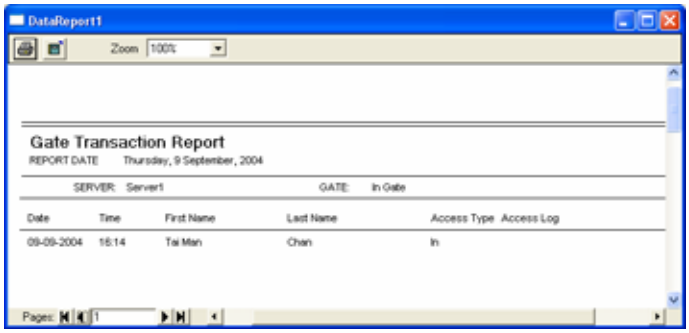
to open the **Gate Transaction Report** window.



1. Set the date interval to be reported.
2. Set the **Sort By** option.
3. Set the **Filter By** option.
4. Click List Report to list the transactions on screen.

5. Click Print Report to print out the report. The report will be previewed on screen first.

 © MaCaPS International Ltd. 2004



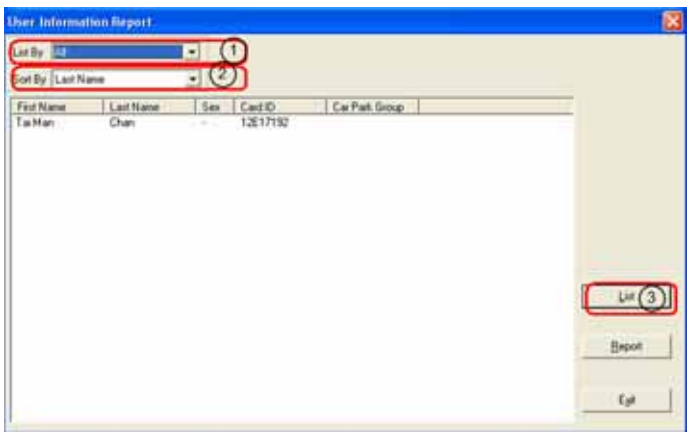
6. Click to print out the report.

7. Click to export the report.

13.2 User Information Report

The **User Information Report** generates report with respect to users added in the system. From the main menu, select **Report** → **User Information Report**,

to open the **User Information Report** window.

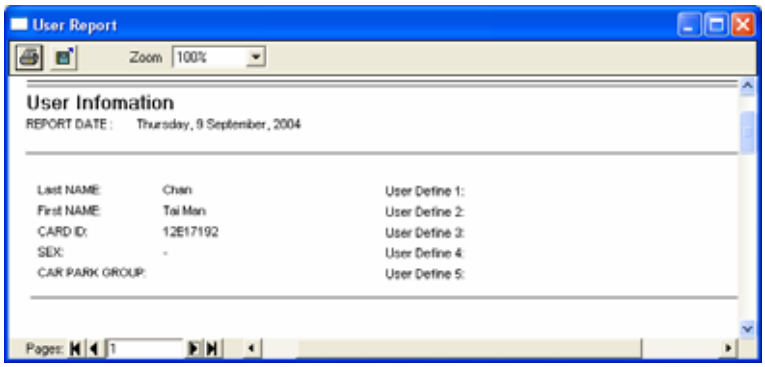


1. Set the **List By** option.

2. Set the **Sort By** option.

 © MaCaPS International Ltd. 2004

3. Click List to list the user records on screen.
4. Click Report to print out the report. The report will be previewed on screen first.

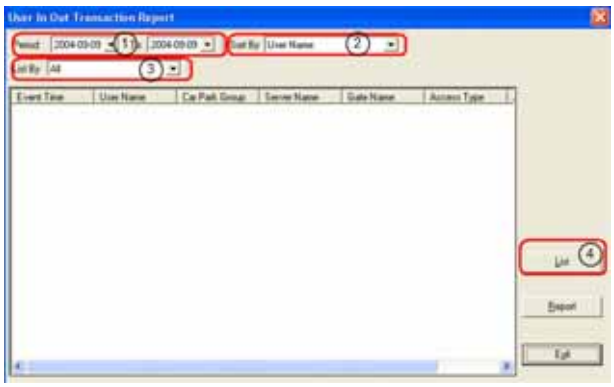


5. Click to print out the report.
6. Click to export the report.

13.3 User In Out Transaction Report

The **User In Out Transaction Report** generates transactions with respect to users. From main menu, select **Report** → **User In Out Transaction Report**,

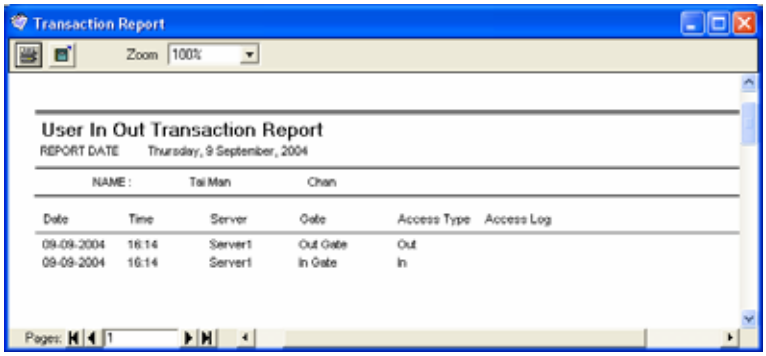
to open the **User In Out Transaction Report** window.



1. Set the date interval to be reported.

 © MaCaPS International Ltd. 2004

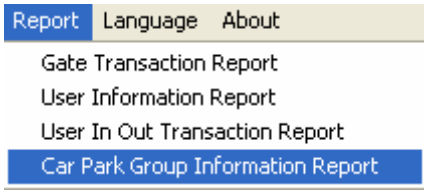
2. Set the **Sort By** option.
3. Set the **List By** option.
4. Click List to list the transactions on screen.
5. Click Report to print out the report. The report will be previewed on screen first.


Transaction Report
Zoom 100%
User In Out Transaction Report
REPORT DATE Thursday, 9 September, 2004
NAME : Tai Man Chan
Date Time Server Gate Access Type Access Log
09-09-2004 16:14 Server1 Out Gate Out
09-09-2004 16:14 Server1 In Gate In
Pages:

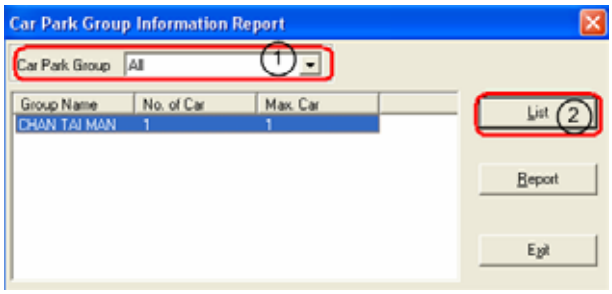
6. Click to print out the report.
7. Click to export the report.

13.4 Car Park Group Information Report

The **Car Park Group Information Report** generates report with respect to car park groups. From the main menu, select **Report** → **Car Park Group Information Report**,



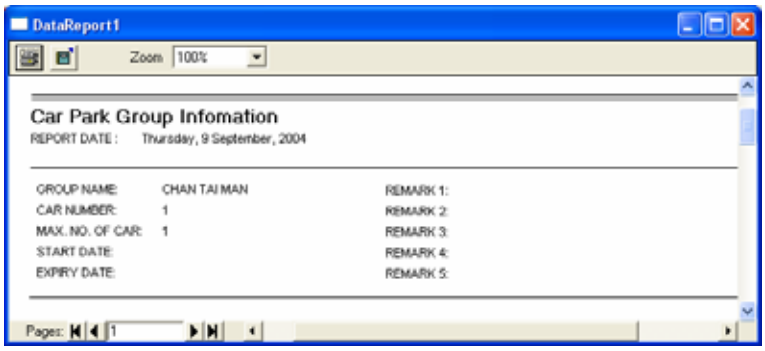
to open the **Car Park Group Information Report** window.



1. Select the Car Park Group to be reported.

 © MaCaPS International Ltd. 2004

2. Click List to list the transactions on screen.
3. Click Report to print out the report. The report will be previewed on screen first.



4. Click to print out the report.
5. Click to export the report.

 © MaCaPS International Ltd. 2004

14 Access Log Description

Access Log Text	Description
In	Access granted from "In" reader
Out	Access granted from "Out" reader
Invalid Card ID	An un-registered card is presented to the reader
Invalid Time Zone	A registered card is presented to the reader outside its time zone setup
Incorrect Password	An incorrect PIN is presented for the card
Door Release Passed	Someone passed the system with the door release button pressed
Warning	Warning messages from server
Invalid Access	Illegal access from the gate

 © MaCaPS International Ltd. 2004